

**MINUTES  
EXECUTIVE COMMITTEE MEETING  
ARKANSAS WORKFORCE INVESTMENT BOARD  
September 14, 2004**

Chairman Steve Lux called to order a meeting of the Executive Committee, Arkansas Workforce Investment Board, at 9:05 a.m. on Tuesday, September 14, 2004. Members who were able to participate included Senator Gilbert Baker, Mr. Larry Featherstone, Dr. Steve Franks, Mr. Alan Hughes, Ms. Catherine Janosky, Mr. Steve Lux, Mr. Jim Putlak, and Mr. Jim Smith. Mr. Tom Anderson was not able to take part in the meeting. Representatives from the public and members of the State WIB staff were present. Mr. Artee Williams, AESD Director, Mr. Philip Hood, newly appointed AWIB member, Mr. Sammy McGuire, Northeast Arkansas LWIA Administrator, and Ms. Lucretia Norris, Governor's Office Liaison, also attended.

Mr. Lux began by welcoming members to the meeting.

Action Item 1 - Minutes: Chairman Lux directed the attention of the Executive Committee to the minutes of the August 20, 2004 Executive Committee meeting.

**The minutes were approved on a motion made by Ms. Catherine Janosky, seconded by Mr. Jim Putlak, and carried unanimously.**

Report of Executive Director: Chairman Lux asked Ms. Winston for the Executive Director's report. Ms. Winston began by providing an update on the status of the legislative audit, stating there were no findings reported. She also mentioned that the Office of Inspector General (OIG) has not yet provided an exit interview. Ms. Winston reported that the annual monitoring of the board by the Arkansas Employment Security Department was completed last week with no findings.

Ms. Winston then asked Ms. Sharon Robinette to bring the Board up to date on the implementation of America's Job Link (AJL). Ms. Robinette stated the project is on schedule and AJL should be put into operation in mid-December. Chairman Lux asked whether individuals are able to file unemployment insurance claims via the Internet. Ms. Robinette stated that opportunity would be available soon, although at this time individuals may only file an unemployment insurance claim via the Intranet in a workforce center.

Ms. Winston inquired if the Board had any suggested changes in state legislation that pertained to the AWIB. Ms. Winston and Chairman Lux stated an example would be to change the meeting schedule of the AWIB Executive Committee from being required to meet monthly to possibly meeting bi-monthly or to meet as necessary. She invited suggestions to be sent to her through email.

Action Item 2 – Name and Methodology for Determining the List of Projected Employment Opportunities for Participant Training: Chairman Lux instructed the members to turn to action item 2 of the agenda book.

Chairman Lux stated it is recommended that the Arkansas Workforce Investment Board approve the new name and methodology for determining the list of projected employment opportunities for participant training. He then introduced Ms. Belinda Hodges to provide additional information.

Ms. Hodges stated a review of the current methodology used for the determination of training programs for occupations that are expected to require a large number of new employees resulted in the recognized need to update the procedures. She explained that LMI staff drafted a proposal, which utilizes newly developed information to assist in the identification of occupational demand.

She then explained that a focus group composed of representatives from business and industry, education, economic development, state and local WIA staff and LMI staff met twice to review the proposal and discuss how to best determine employment opportunities by occupation and relate these occupations to training needs. She stated the meetings were successful, and a recommended methodology was produced. She referred members to the attached proposal as she described the highlights.

During the presentation Ms. Hodges used the term *crosswalk*. Chairman Lux asked her to explain the term. Ms. Hodges stated a *crosswalk* relates an occupation to a training code or training program. Dr. Franks asked if the Projected Employment Opportunities List would include data on wage projections, referring to a crosswalk between high demand occupations and high wages. Ms. Hodges explained wage is not projected to the future, although current wage information is available. Chairman Lux asked how the public would be able to access the Projected Employment Opportunities List. Ms. Hodges explained the list would be available at Arkansas Workforce Centers and the AESD web page.

**Mr. Alan Hughes made a motion to accept the recommendation to approve the new name and methodology for determining the list of projected employment opportunities for participant training; Mr. Jim Smith seconded, and the motion was carried unanimously.**

Action Item 3 - PY 04 Workforce Information Grant: Chairman Lux stated it is recommended that the Arkansas Workforce Investment Board approve the PY 04 Workforce Information Grant (One-Stop/LMI), before the grant is sent to the United States Department of Labor by the September 30, 2004 deadline.

Chairman Lux explained the Employment and Training Administration released the planning guidance and application instructions for the PY04 Workforce Information Grant (One-Stop/LMI Grant) on July 2, 2004, through TEGL #1-04. Due to changes in the grant instructions from USDOL and provisions for a new business model, the Workforce Investment Boards of each State are now required to approve the activities and grant deliverables of the State's grant plan.

The LMI staff prepared the grant to the standards of the grant instructions, which included tying each deliverable to the mission statement or goals of the State's Five Year Strategic Plan. Chairman Lux referred to Mr. Ron White for additional information.

Mr. White provided an overview of the six major deliverables of the grant. He identified new programs within each deliverable. Mr. White also supplied a cost summary of the Workforce Information Grant core products and services. As Mr. White summarized a product or service, Board members asked questions to ensure an understanding of the product or service. Mr. Ron White and Ms. Sharon Robinette answered all questions satisfactorily.

**Senator Gilbert Baker made a motion to approve the PY 04 Workforce Information Grant; Mr. Larry Featherstone seconded, and the motion was carried unanimously.**

Information Item 4 - Occupational and Employment Projections: Chairman Lux informed the Board that during 2004 the LMI staff has been providing examples of required USDOL deliverables of labor market information to the AWIB. He introduced Ms. Sharon Robinette, who provided a presentation on occupational and employment projections.

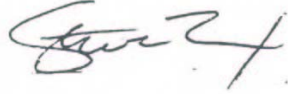
Ms. Robinette said that Mr. Brian Pulliam, the projections expert for the agency, was out of the office this week, so she would provide an overview. She explained occupational and employment projections are made up of 2 different projection periods/types, Long-Term Industrial and Occupational Projections and Short-Term Industrial and Occupational Projections. She revealed that Long-Term Industrial and Occupational Projections are performed bi-annually (even years) and based on annual data projected over a 10-year period. She also mentioned that all methodologies utilized are standard for all states and are regulated by USDOL. She then described Short-Term Industrial and Occupational Projections stating they are performed annually and based on 2<sup>nd</sup> quarter data projected over a 2-year period. Once again, she explained all methodologies utilized in Short-Term Projections are standard for all states and are regulated by USDOL. However, within this deliverable, exists the capability to analyze local and state economic data and factor it into the projections.

Announcements: Chairman Lux noted that the Incumbent Worker Training Program grants are still on delay until the Office of Inspector General report has been received. Ms. Janosky inquired about allowing applicants 30 days to re-evaluate project timelines and submit an update to the AWIB before applications are evaluated. Chairman Lux stated that could be done as a courtesy to companies that have applied.

Mr. Larry Featherstone asked for the procedures to invite speakers to the board meetings. Ms. Winston asked that all speaker requests be sent to her by email with contact information.

Chairman Lux then announced that next month's meeting would be a regular quarterly meeting, to be held Wednesday, October 13, 2004, at 9:00 a.m., at the Arkansas Workforce Center at Conway. Ms. Winston explained the meeting date was changed to allow Board members to participate in the Arkansas Association of Two-Year Colleges conference in Northwest Arkansas.

Adjourn: With no other announcements or questions, **Chairman Lux adjourned the meeting at 10:30 a.m.**

A handwritten signature in black ink, appearing to read "Steve Lux".

Steve Lux, Chairman

A handwritten signature in black ink, appearing to read "Sandra Winston".

Sandra Winston, Executive Director

*Minutes recorded by Stephanie Carlo  
Workforce Investment Board Staff*